

MICHIGAN DEPARTMENT OF EDUCATION

SUPPLEMENTAL EDUCATIONAL SERVICE PROVIDER APPLICATION

INSTRUCTIONS: Pages 1 and 2 of this application should be completed using this electronic document. The narrative should be created using a separate document. Mail or deliver the original and three copies of the complete application, including the signed assurances, narrative, and attachments to: Office of School Improvement, Michigan Department of Education, PO Box 30008, Lansing, MI 48909. Also, email the completed pages 1 and 2 of this application as an attachment to VrettasA@michigan.gov.

CHECK THE APPROPRIATE BOX:

- | | | |
|--|---|---|
| <input type="checkbox"/> For Profit Company | <input checked="" type="checkbox"/> Local School District | <input type="checkbox"/> Community-Based Organization |
| <input type="checkbox"/> Non-Profit Organization | <input type="checkbox"/> Public School Academy | <input type="checkbox"/> Private School |
| <input type="checkbox"/> Institution of Higher Education | <input type="checkbox"/> Intermediate School District | <input type="checkbox"/> Faith-Based Organization |

Section 1: Provider Identification

Name of Entity School District of the City of Pontiac

Name of Director Val Hughes

Address 47200 Woodward Avenue City Pontiac State MI Zip 48342

Phone (248) 451-7551 Fax (248) 451-7535 Email vhughes@pontiac.k12.mi.us

Proposed Location of Services (if different from above):

Address _____ City _____ State _____ Zip _____

If different from Director:

Name of Contact Person Val Hughes

Address 60 Parkhurst City Pontiac State MI Zip 48342

Phone (248) 451-7506 Fax (248) 451-7535 Email vhughes@pontiac.k12.mi.us

Section 2: Provider Geographic Service Area Information

1. Our organization can provide services to:

All local school districts/PSAs in Michigan: Yes ☐ No ☒

To only the following areas: (Please list the counties or local school districts/PSAs you are willing to serve)

Pontiac Schools K-12, Pontiac Public Schools Academy (K-8),

Pontiac Academy of Excellence (K-8), Walton Charter Academy (K-6)

2. Proposed Location of Services – Provide addresses for the locations where you plan to deliver SES services to students:

Site Location #1: Pontiac School District Sites

Site Location #2: Faith-Based Organizations in geographical area

Site Location #3: City of Pontiac Community Centers

3. Transportation – Provide information about accessibility to public transportation from your site:

City transportation available door to door and at the station for Auburn Hills and Pontiac residents

4. Indicate if you are willing to provide services to eligible students at the school site:

Yes ☒ No ☐

Section 3: Provider Academic/Instructional Program Information

1. Subject Areas Covered – List all subject areas you address in working with students:

Reading/Math tutoring is available to all students including LEP, Bilingual and Special Education

2. Grade Level Able to Serve – Indicate the grade levels you are able to serve: K - 12

3. Time of Services – Indicate when you deliver services to students:

☐ Before School ☒ After School ☒ Weekends ☒ Summer ☐ Other _____

4. Mode of Instructional Delivery – Describe the methods by which your program delivers instruction to students:

☒ Individual Tutoring ☒ Small Group Instruction ☐ Large Group Instruction
☐ Online Web-Based ☐ Other _____

5. Schedule of Services – Indicate the length of each tutoring session and number of sessions per week:

Length of Session 2 hours Number of Sessions per Week Four

6. Staffing – Indicate the type(s) of staff that provide instruction to students:

☒ Certified Teachers ☐ Paraprofessionals ☐ Volunteers ☒ Other Tutors

7. Special Populations Served – Indicate special populations you are able to serve:

☒ Special Education ☒ Limited English Proficient ☐ Other _____

Section 4: Provider Fees

Cost/Fee Structure – Check and complete the cost/fee structure you use:

☒ \$35.00 per pupil per session (unit of time, e.g., hour, week, etc.) per student.

☐ \$ _____ (flat fee) for _____ (unit of time, e.g., month, semester, year) per student.